

REGISTRAR OF VOTERS

TEMPORARY EMPLOYMENT APPLICATION

Types of work

- General Clerical (phones, data entry, filing)
- Review Forms
- Sort and Assemble mail pieces (involves lifting 15+lbs)
- Packaging of supplies and other warehouse tasks (involves some heavy lifting)
- Recruit poll workers
- Train poll workers

Pay

Hourly rates range from \$8.76-17.61, depending on knowledge and complexity of assignment

Location

Kearny Mesa office located at 5201 Ruffin Road, Suite I (on Southeast corner of Clairemont Mesa Boulevard and Ruffin Road between 163 and I-15)



WE WILL TRAIN YOU

5201 Ruffin Rd, Ste I,
San Diego, CA 92123-1620

P.O. Box 85656, San Diego,
CA 92186-5656



Personnel (858) 495-5153
TDD (858) 694-3441
Mail-Stop 034

Temporary Employment Application

☞ **Political candidates or their relatives will not be employed with the Registrar of Voters.** ☞

****Must be at least 18 years of age****

Social Security Card: Must be presented at time of employment.

Name: _____ Date: _____
(Last) (First) (MI)

Address: _____
(Number) (Street) (City) (State) (Zip)

Phone: _____ / _____ Email Address: _____
(Day) (Evening)

- Are you a political candidate or related to a political candidate? ☐no ☐yes
- Are you currently employed by the County of San Diego? ☐no ☐yes; Department: _____
- Have you ever been employed by the County of San Diego? ☐no ☐yes; Department: _____
- Are you retired from the County of San Diego? ☐no ☐yes; Department: _____
- Are you proficient in another language other than English? ☐no ☐yes; Language(s): _____
- Are you a poll worker? ☐no ☐yes
- Which shifts can you work? ☐days, ☐nights, and/or ☐weekends
- Are you willing to work overtime? ☐daily ☐weekends
- What type of work do you prefer? _____
- How did you learn of this temporary employment opportunity? _____

If required by position, do you have a valid California driver's license? ☐no ☐yes,

List any other job-related licenses/certificates that you may have: _____

Have you ever been convicted of a Misdemeanor or Felony other than minor traffic violations? ☐ no ☐ yes

If yes, please explain: Date: _____ Charge: _____ Disposition of case: _____

EDUCATION/TRAINING: Include education/training that demonstrates your qualifications for the desired position(s). Start with the most recent. Verification may be required for positions with specific education/training requirements.

	DATES	NAME AND LOCATION	TYPE OF PROGRAM OR COURSE	DIPLOMA/DEGREE /CERT/UNITS
1				
2				
3				

EXPERIENCE: Include all employment experience for the past ten years. Start with most recent and work back. Experience may be paid or unpaid, full time or part time. Attach additional sheets if more space is needed.

1

From:_____ To:_____ Employer Name:_____ City/State:_____ Phone #: _____
Job Title:_____ Supervisor Name:_____ Reason for leaving: _____
Office Skills: Public Contact -- ☐ Person to Person, or ☐ Telephone ☐ Filing and Sorting ☐ Proofing ☐ Assembly ☐
Training
Computer Skills: ☐ Word ☐ Excel ☐ Internet ☐ E-Mail ☐ Desktop Publishing Software ☐ Word Processing
☐ Hardware ☐ Software Typing _____WPM ☐ Mapping/Drafting/Surveying/GIS
Work experience and other work skills:_____

2

From:_____ To:_____ Employer Name:_____ City/State:_____ Phone #: _____
Job Title:_____ Supervisor Name:_____ Reason for leaving: _____
Office Skills: Public Contact -- ☐ Person to Person, or ☐ Telephone ☐ Filing and Sorting ☐ Proofing ☐ Assembly ☐
Training
Computer Skills: ☐ Word ☐ Excel ☐ Internet ☐ E-Mail ☐ Desktop Publishing Software ☐ Word Processing
☐ Hardware ☐ Software Typing _____WPM ☐ Mapping/Drafting/Surveying/GIS
Work experience and other work skills:_____

3

From:_____ To:_____ Employer Name:_____ City/State:_____ Phone #: _____
Job Title:_____ Supervisor Name:_____ Reason for leaving: _____
Office Skills: Public Contact -- ☐ Person to Person, or ☐ Telephone ☐ Filing and Sorting ☐ Proofing ☐ Assembly ☐
Training
Computer Skills: ☐ Word ☐ Excel ☐ Internet ☐ E-Mail ☐ Desktop Publishing Software ☐ Word Processing
☐ Hardware ☐ Software Typing _____WPM ☐ Mapping/Drafting/Surveying/GIS
Work experience and other work skills:_____

4

From:_____ To:_____ Employer Name:_____ City/State:_____ Phone #: _____
Job Title:_____ Supervisor Name:_____ Reason for leaving: _____
Office Skills: Public Contact -- ☐ Person to Person, or ☐ Telephone ☐ Filing and Sorting ☐ Proofing ☐ Assembly ☐
Training
Computer Skills: ☐ Word ☐ Excel ☐ Internet ☐ E-Mail ☐ Desktop Publishing Software ☐ Word Processing
☐ Hardware ☐ Software Typing _____WPM ☐ Mapping/Drafting/Surveying/GIS
Work experience and other work skills:_____

5

From:_____ To:_____ Employer Name:_____ City/State:_____ Phone #: _____
Job Title:_____ Supervisor Name:_____ Reason for leaving: _____
Office Skills: Public Contact -- ☐ Person to Person, or ☐ Telephone ☐ Filing and Sorting ☐ Proofing ☐ Assembly ☐
Training
Computer Skills: ☐ Word ☐ Excel ☐ Internet ☐ E-Mail ☐ Desktop Publishing Software ☐ Word Processing
☐ Hardware ☐ Software Typing _____WPM ☐ Mapping/Drafting/Surveying/GIS
Work experience and other work skills:_____

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Consent to Release of Information: I consent to the release of information for use in determining my eligibility, qualifications and selection consideration about my work record, job performance, character, ability and fitness by employers, schools, law enforcement agencies and other individuals and organizations to authorized employees of the County of San Diego. I hereby release you, your organization, current or previous employers, or others from liability or damage that may result from furnishing the requested information.

Certificate of Application: I certify that all statements and information provided in this application and any attachments are true, and I understand that any false or misleading statements or omissions of material facts may forfeit my right to employment considerations by the County of San Diego.

Your employment is contingent upon passing the required Background Check. If a 'Fail' decision is received you will not be considered for employment.

Signature:_____ Date:_____



EMPLOYEE RELATIONS, INC.

20720 VENTURA BLVD., SUITE 200, WOODLAND HILLS, CA 91364

TELEPHONE: (818) 593-5555 TOLL FREE: (800) 716-7773

FACSIMILE: (818) 887-0528 TOLL FREE: (888) 374-7324

WWW.EMPLOYEERELATIONS.COM™

APPLICATION CERTIFICATION AND AUTHORIZATION

Please provide the information requested below. Date of birth and social security number are collected for the sole purpose of expediting your background investigation – it is not a factor in the evaluation of your application for employment. Failure to complete the form in full, print legibly or provide a signature may result in a delay.

FIRST NAME (PRINT): _____ LAST NAME (PRINT): _____

ADDITIONAL/PREVIOUS NAME(S) USED: _____

SOCIAL SECURITY NUMBER: _____ - _____ - _____ DATE OF BIRTH (MONTH/DAY/YEAR): ____/____/____

PHONE NUMBER: _____ E-MAIL: _____

CURRENT ADDRESS (STREET, APT #): _____

CITY: _____ STATE: _____ ZIP CODE: _____

HOW LONG HAVE YOU LIVED AT THIS ADDRESS? YEARS _____ MONTHS _____ U.S. CITIZEN: YES ☐ NO ☐

DRIVER'S LICENSE NUMBER: _____ STATE: _____ EXPIRATION: ____/____/____

I hereby give **COUNTY OF SAN DIEGO** and **EMPLOYEE RELATIONS, INC.** the right to conduct an investigation of my background. I understand that the investigation may include inquiry into my past employment, education, and activities, including, but not limited to, credit, criminal background information and driving record, and I release from all liability all persons, companies, schools, and corporations supplying such information. To the extent permitted by law, I indemnify you against any liability which might result from making such investigation. Additionally, I agree that you may obtain an investigative consumer report, or other information, regarding me and may consult certain files which are available. I understand that, to the extent required by law, EMPLOYEE RELATIONS, INC. will retain the results of this investigation and a copy of my application for employment. I understand that any false answers, statements, implications, or derogatory information made by me or which is revealed as a result of this background investigation based on information supplied in any application for employment, or other required documents, may be considered sufficient cause for denial of employment or discharge.

I understand that you may contact my previous employers and I authorize those employers to disclose to you all records pertinent to my employment with them. In addition to authorizing the release of any information regarding my employment, to the extent permitted by law, I hereby fully waive any rights or claims I have, or may have, against my former employers, their agents, employees, and representatives, as well as other individuals who release information to you, and release them from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of such information by any person or party, whether such information is favorable or unfavorable to me.

Should an investigative consumer report be obtained from Employee Relations, Inc. in connection with my application for employment, I understand that I have the right to receive a copy of my report, free of charge, by checking the box below.

☐ PLEASE PROVIDE ME A COPY OF ANY REPORT GENERATED ON ME AS A RESULT OF THIS APPLICATION FOR EMPLOYMENT

I have read and understand the Summary of Your Rights Under the Fair Credit Reporting Act and the Applicant Notification, a copy of which I acknowledge receiving, advising me that a comprehensive background investigation may be conducted, which may include inquiry into past employment, education, and activities, including but not limited to, credit, criminal background information, and my driving record.

SIGNATURE OF APPLICANT: _____

DATE: _____

COUNTY OF SAN DIEGO
DEPARTMENT OF HUMAN RESOURCES
444 West Beech Street – 3rd Floor, San Diego, CA 92101
(619) 578-5734 / Fax (619) 578-5752

RESIDENCE HISTORY

Please provide the information below for your residence during the last SEVEN years.

Dates:	City/County:	State/Country:
Dates:	City/County:	State/Country:
Dates:	City/County:	State/Country:
Dates:	City/County:	State/Country:

CONVICTION DISCLOSURE

The intent of the criminal background investigation procedure is to allow the County of San Diego to evaluate up-to-date conviction information as it may relate to the actual position being filled. A conviction does not automatically mean that you cannot be appointed. The nature of the conviction and how long ago it occurred are important considerations. Give all the facts so that a decision can be made. Failure to disclose previous convictions may result in disqualification.

1. Have you ever been convicted of an offense against the law? Yes_____ No_____.

If you answered "yes" provide all details requested below for each offense. You may omit: (1) traffic violations for which you paid a fine of \$100.00 or less; (2) any offense committed before your 21st birthday which was finally adjudicated in a juvenile court or under a Youth Offender law; (3) marijuana-related violations of any of the following sections of the California Health and Safety Code: 11357(b) or (c), 11360(c), 11364, 11365 or 11550, or a statutory predecessor to these sections.

Date	Charge	City/State	Court	Disposition of Case

2. Have you ever pled No Contest to an offense against the law? Yes_____ No_____ N/A _____.

If "yes", please explain details: _____

3. If in the military service, were you ever convicted by a general court-martial? Yes_____ No_____ N/A _____.

If "yes", please explain details: _____

CERTIFICATE OF APPLICANT: All answers and statements in this document are true and complete to the best of my knowledge and belief. I understand that any untruthful, misleading or omission of facts may be cause for removal of my name from any employment list and/or dismissal from any County of San Diego employment or volunteer status

Name

Signature

Date

Name of Parent/Guardian
(Required only if applicant is under 18 years of age)

Signature

Date

*****Complete All Sections to Avoid Employment Delays*****